

**FINAL
BROOKFIELD BOARD OF FINANCE REGULAR MEETING MINUTES
BROOKFIELD HIGH SCHOOL
MEDIA CENTER
WEDNESDAY, MARCH 14, 2012
7:00 PM**

1. **CALL TO ORDER-PLEDGE OF ALLEGIANCE:** Vice Chairman Agard began the meeting at 7:00pm; beginning with the Pledge of Allegiance.
2. **ROLL CALL:** Present for the Board were: Chairman Friedrich, Vice Chairman Agard, and Secretary Kurtz. Also present were: Members R.Jaffe, J. Tomaino, and R. Appleby. First Selectman Davidson and Controller Wahlberg.
3. **APPROVAL OF MINUTES:** February 8, 2012 BOF Regular Meeting
March 6, 7, 8 2012 BOF Special Budget Meetings

A motion was made by R. Jaffe, seconded by R. Appleby, to approve the February 8, 2012 BOF Regular Meeting. Motion was passed unanimously.

A motion was made by R. Jaffe, seconded by R. Appleby, to approve the March 6, 2012 BOF Special Budget Meeting. Motion was passed unanimously.

A motion was made by R. Jaffe, seconded by R. Appleby, to approve the March 7, 2012 BOF Special Budget Meeting. Motion was passed unanimously.

A motion was made by R, seconded by R. Appleby, to approve the March 8, 2012 BOF Special Budget Meeting. Motion was passed unanimously.

4. **COMMUNICATIONS/CORRESPONDENCE** (Secretary to report if any exists): Secretary Kurtz reported that he received correspondence from the following people: Carol Does, Andrea Saunders, and Rebecca Mulder.
5. **PUBLIC COMMENT:** None
6. **REPORT OF THE FIRST SELECTMAN:** First Selectman Davidson reported on the following: Huckleberry Hill Elementary School Roof, Del Mar Drive, Cell Tower, Charter Revision Commission, Southern Federal Road Water Line, Meadowbrook Manor, and Open Space at Ferry Property (52 Obtuse Road South).

7. NEW BUSINESS:

Marty Handshy, Water Consultant, gave an overview on the Del Mar Drive Project.

- a. BOS recommendation of \$397,800.00 bond appropriation for Del Mar Drive water main extension.

A motion was made by R. Jaffe, seconded by Secretary Agard, that the Board of Finance approve an appropriation, to come from bonding, in the amount of \$397,800 for the planning, design and construction of a water main extension from 360 Federal Road to the end of Del Mar Drive. Motion was passed unanimously.

8. OLD BUSINESS:

- a. Update Auditor's Recommendations: Controller Wahlberg stated that he is confident that the Town and the Board of Education have satisfied the auditor's recommendations.

Controller Wahlberg also stated that the Town and Board of Education's reconciliation will be part of the Policy and Procedural Manual.

9. REPORT OF THE FINANCE DIRECTOR:

- a. Review of the February 2012 Financial Reports: Controller Wahlberg gave the Board of Finance an overview of the Revenue and Expenditure Report of February 2012.
- b. Capital Report: A Capital Report will be presented two times per year.
- c. Retirement Fund Report: Controller Wahlberg stated that the fund was up and is now in the low 80's percent funded. The bond level was being reduced as the bonds were maturing.

10. ANNUAL CALENDAR EVENTS (*March Tick List Items as Listed in By-Laws)

- *Revenue & Expenditure Report: This agenda item was discussed in 9a.
- *Review of elected official's salaries (every 4 years): Vice Chairman Agard will forward a copy of his previous email regarding this agenda item.
- *Debt Service: This calendar item will be discussed with Controller Wahlberg.
- *WPCA annual budget: This does not affect the Town budget. Reports to follow as they become available from WPCA.
- a. Any Additions/Deletions/Date changes recommended Bylaws Committee

11. SUBCOMMITTEE REPORTS:

- a. BOF Audit Committee update: R. Jaffe discussed the minutes from the March 2, 2012 Audit Committee Meeting.
- b. BOF Bylaws Committee update: No reports were presented.
- c. Retirement Benefits Advisory Committee update: No reports were presented.

12. OTHER ITEMS TO COME BEFORE THE BOARD:

A motion was made by R. Jaffe, seconded by Vice Chairman Agard, to amend the agenda for the purpose of discussing the report from the Board of Selectmen regarding the Huckleberry Hill Elementary School roof. Motion was passed unanimously.

A motion was made by R. Jaffe, seconded by Vice Chairman Agard, to move that the Board of Finance approve a request for an appropriation of \$966,541, as recommended by the Board of Education, for the replacement of the Huckleberry Hill Elementary roof. Details of the project are stated in Form ED049, Schedule 2, Estimated Project Costs and Financing, State project #TMP-018-FPFJ.

R. Jaffe discussed with the Board a Board of Finance Communication Proposal and agenda procedure.

13. PUBLIC COMMENT: None

14. ADJOURNMENT: A motion was made by R. Jaffe, seconded by Secretary Agard, to adjourn the meeting. Motion was passed unanimously. Meeting was adjourned at 8:50 pm.